



**OFFICE OF THE  
Advisory Board  
TOWN HALL  
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April 27, 2022

Present: Michelle Bobkov, Jim Frey, Jake Lewon, Harold Simmons, Leo Tometich, Matt Naughton; Town Administrator David DeManche.

Meeting called to order 6:32 at Dunstable Town Hall

**ITEM 1 - Meeting Minutes**

Review and Approve Minutes of January 19, 2022 Advisory Board Meeting.

Motion: Jim moved to accept as amended.

2<sup>nd</sup>: Leo

Vote: Unanimously Approved.

Review and Approve Minutes of March 31, 2022 Advisory Board Meeting.

Motion: Leo

2<sup>nd</sup>: Harold

Vote: Unanimously Approved.

**ITEM 2 - Fire Department Reserve Fund Requests**

An aggregate transfer has been requested to cover energy, equipment and facilities repairs, and new employee training through the end of the fiscal year. Total request is \$17,500.

Motion: Leo moved to transfer the amount of \$3500 into the Energy account and \$14,000 into the Apparatus/Vehicle Repair and Maintenance account for the Fire Department.

2<sup>nd</sup>: Michelle

Vote: Unanimously Approved.

**ITEM 3 - Public Hearing for the Annual Town Meeting Warrant**

Warrant articles for the planned Town Meeting on May 14, 2022 (rain date May 21), were reviewed and discussed. Following are results for each article:

- Article 1: Reports
  - o No Action taken (none required)
- Article 2: Unpaid Bills of FY21
  - o This article is required to resolve outstanding accounts payable from a prior fiscal year.
  - o Motion: Leo moved to support this Article
  - o 2<sup>nd</sup>: Jim
  - o Vote: Unanimous in favor
- Article 3: Transfer to Water Enterprise Fund
  - o This article was a placeholder but is not expected to be required.
  - o Motion: Harold moved to take no action
  - o 2<sup>nd</sup>: Leo
  - o Vote: Unanimous in favor
- Article 4: FY23 Operating Budget
  - o The Town Administrator provided an updated proposed Operating Budget, dated 4/27/2022, for review and discussion. Clarifications were sought and discussed regarding late changes to Town Hall staffing

- plans (particularly regarding Town Clerk and Treasurer roles) as well as Fire department staffing, Police department increases, and Highway department staffing.
  - Motion: Jim moved to support this Article based on the budget as presented, dated 4/27/2022.
  - 2<sup>nd</sup>: Matt
  - Vote: Unanimous in favor
- Article 5: Free Cash Transfer for FY23
  - This is a standard procedural article that is needed each year.
  - Motion: Jim moved to support this article
  - 2<sup>nd</sup>: Leo
  - Vote: Unanimous in favor
- Article 6: Revolving Fund Expenditure Limits
  - This is a standard procedural article that is needed each year. No changes are proposed for FY23 vs. FY22
  - Motion: Leo moved to support this article
  - 2<sup>nd</sup>: Harold
  - Vote: Unanimous in favor
- Article 7: Borrowing for Route 113 Project Costs
  - This article is to allow contingency short-term borrowing for up to \$100,000 in project costs. All costs are expected to be fully reimbursed by the Mass DOT.
  - Motion: Jim moved to support this article
  - 2<sup>nd</sup>: Harold
  - Vote: Unanimous in favor
- Article 8: Borrowing for Groton Dunstable School District Capital Needs
  - This article proposes a one-time exclusion to raise funds for specific capital projects planned by the school district for FY23, for which Dunstable's portion is approximately \$189,000. The schools received COVID-related relief funds which may offset some of these needs, particularly related to information technology items.
  - Motion: Jim moved to support this Article
  - 2<sup>nd</sup>: Leo
  - Vote: 4 in favor (Jake, Jim, Leo, Matt), none against, 2 abstentions (Michelle, Harold)
- Article 9: Free Cash for Police Station Improvements
  - This article proposes to use \$17,000 of available free cash for flooring repair and replacement in the Police Station.
  - Motion: Leo moved to support this article.
  - 2<sup>nd</sup>: Harold
  - Vote: Unanimous in favor
- Article 10: Free Cash for Emergency Generator Replacement
  - This article proposes to use \$12,000 of available free cash for replacing the generator which is used to back up town emergency services (police, fire).
  - Motion:
  - 2<sup>nd</sup>:
  - Vote: Unanimous in favor
- Article 11: Water Department Offset
  - This article proposes to complete the transfer of \$4604.14 from the Water Stabilization Fund, as approved at 2019 Annual Town Meeting, for water systems improvement.
  - Motion: Jim moved to support this article
  - 2<sup>nd</sup>: Leo
  - Vote: Unanimous in favor
- Article 12: Water Department Offset
  - This article proposes to complete the transfer of \$7792.88 from the Water Stabilization Fund, as approved at 2017 Annual Town Meeting, for water systems engineering.
  - Motion: Leo moved to support this article
  - 2<sup>nd</sup>: Jim
  - Vote: Unanimous in favor
- Article 13: Community Preservation Committee Recommendations
  - This article will be used to move funds into CPC accounts. No detail was provided for the board to review.

- Motion: Jim moved to take No Position on this article.
- 2<sup>nd</sup>: Michelle
- Vote: Unanimous in favor
- Article 14: CPC – Swallow Union Historic Preservation
  - This article will be used to propose funding of preservation projects at the historic Union building. No detail was provided for the board to review, however the board was advised that this article may be unnecessary and thus may be withdrawn.
  - Motion: Jim moved to take No Action on this article.
  - 2<sup>nd</sup>: Leo
  - Vote: Unanimous in favor
- Article 15: CPC – Drew Boardwalk Project
  - This article proposes to allocation \$28,000 towards the project to build a boardwalk over wetlands to connect the parking lot on West Main Street (at Salmon Brook) to conservation land to the North.
  - Motion: Matt moved to support this article.
  - 2<sup>nd</sup>: Leo
  - Vote: Unanimous in favor
- Article 16: Chapter 90 Funds
  - This is a standard procedural article to allow the town to receive Chapter 90 funds from the Commonwealth.
  - Motion: Jim moved to support this article
  - 2<sup>nd</sup>: Leo
  - Vote: Unanimous in favor
- Article 17: Amendment to Wetland Bylaw
  - This article address bylaw language changes that have no financial impact to the town.
  - Motion: Harold moved to take No Position.
  - 2<sup>nd</sup>: Jim
  - Vote: Unanimous in favor

**Next Meeting**

10:30 a.m. May 14<sup>th</sup> (or May 21<sup>st</sup>, if 14<sup>th</sup> gets rained out) at Larter Field, just prior to Annual Town Meeting.

Motion to adjourn: Jim, 2<sup>nd</sup>: Leo. Vote: Unanimous to adjourn  
Meeting adjourned at 9:10 p.m.

Respectfully Submitted

Jim Frey  
Secretary